

Internship 2021-22

Rules and Regulation

Compiled by

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**INTERNSHIP & ITS IMPORTANCE**

# INTRODUCTION

Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

The institutions are under a great stress to renew education offered by them, to be as close as possible to the industrial requirement and expectations. Competition in the job sector is rising exponentially and securing entry-level jobs is getting very difficult, as the students passing out from technical institutions lack the experience and skills required by industry.

The main aim of these initiatives is enhancement of the employability skills of the students passing out from Technical Institutions. The internship experience will augment outcome-based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the NBA.

# OBJECTIVES

The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Following are the intended objectives of internship training:

1. Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
2. Provide possible opportunities to learn understand and sharpen the real time technical / managerial skills required at the job.
3. Exposure to the current technological developments relevant to the subject area of training.
4. Experience gained from the ‘Industrial Internship’ in classroom will be used in classroom discussions.
5. Create conditions conducive to quest for knowledge and its applicability on the job.
6. Learn to apply the Technical knowledge in real industrial situations.
7. Gain experience in writing Technical reports/projects.
8. Expose students to the engineer’s responsibilities and ethics.
9. Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
10. Promote academic, professional and/or personal development.
11. Expose the students to future employers.
12. Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
13. Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

# BENEFITS OF INTERNSHIP:

* 1. **Benefits to the Industry**

1. Availability of ready to contribute candidates for employment.
2. Year round source of highly motivated pre-professionals.
3. Students bring new perspectives to problem solving.
4. Visibility of the organization is increased on campus.
5. Quality candidate’s availability for temporary or seasonal positions and projects.
6. Freedom for industrial staff to pursue more creative projects.
7. Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
8. Proven, cost-effective way to recruit and evaluate potential employees.
9. Enhancement of employer’s image in the community by contributing to the educational enterprise.

# Benefits to Students:

1. An opportunity to get hired by the Industry/ organization.
2. Practical experience in an organizational setting.
3. Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
4. Helps them decide if the industry and the profession is the best career option to pursue.
5. Opportunity to learn new skills and supplement knowledge.
6. Opportunity to practice communication and teamwork skills.
7. Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.
8. Opportunity to meet new people and learn networking skills.
9. Makes a valuable addition to their resume.
10. Enhances their candidacy for higher education.
11. Creating network and social circle and developing relationships with industry people.
12. Provides opportunity to evaluate the organization before committing to a full time position.

# Benefits to the Institute:

* + 1. Build industrial relations.
    2. Makes the placement process easier.
    3. Improve institutional credibility & branding.
    4. Helps in retention of the students.
    5. Curriculum revision can be made based on feedback from Industry/ students.
    6. Improvement in teaching learning process.

# GUIDELINES FOR THE STUDENTS:

Internship/ Placement are a student centric activity. Therefore, the major role is to be played by the students. TPOS may also include involvement of the student in the following activities:

* Design and Printing of Placement Brochure – Soft copy as well as Hard copy.
* Preparing list of potential recruiters and past recruiters.
* Placement Presentation at various organizations, if required.
* Coordinating activities related to Placement including companies HR team visit to institutes.

At the commencement of the session, the members of the student placement committee would be selected from the interested students, who submit applications to TPO to work on placement committee. Among the volunteers, one student would be nominated as “Student Coordinator” who would be assigned major responsibilities and would be accountable to TPO.

For allotment of internship slots all the students will be required to submit “student internship programme application” before the prescribed date (Format attached).

The offer given by the company is to be accepted irrespective of the Company / Job profile or job location or stipend offered.

A student who will voluntarily give in writing that He / She do not require placement assistance from the Institute would be exempted from participation in the Placement activities. This could be because of various reasons such as Joining family business, opting for higher education or competitive examination etc. Though organizations select individual students, but Recruitment is a team effort. Hence, all students while interacting with the recruitment teams should be careful and behave responsibly.

# 4.1 HEALTH, SAFETY AND WELFARE OF INTERNS:

AS per AICTE approval procedure, all institutions are required to ensure insurance of all the students and when any intern is undergoing training in a mine, the provisions of Chapter V of the Mines Act, 195, shall apply in relation to the health and safety of the train.

# GENERAL INTERNSHIPS GUIDELINES

1. Internship is always more valuable compared to a college project as it enables the interns to understand how companies work, build new contacts, develop a network and most importantly work on real-life projects executed within the company. Institutes are advised to send students for internship at least twice during the complete program once after second year and once after third or in final year.
2. Many interns seem to judge the company by the number of employees in the organization. Do use more meaningful criteria to judge the company for the internship such as the time and training that they are willing to devote for you, type of products, value addition and services offered by the company in relation to what you want to learn, technologies employed by the company with respect to what you want to master etc.
3. An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
4. If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big-picture in better understanding the career prospects in relation to his ambitions.
5. Attitude and mindset play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
6. Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
7. Interns must be inquisitive and try to gain maximum knowledge and exposure.
8. Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
9. Interns should enjoy during the internship and leave with tangible accomplishments.
10. The intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
11. Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship:

The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.

The intern will obey the policies, rules and regulations of the Company and comply the Company’s Business practices and procedures.

# PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS

FORM-A STUDENT INTERNSHIP PROGRAM APPLICATION

FORM-B REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER FORM-C OBJECTIVES/ GUIDELINES/ AGREEMENT: INTERNSHIP SYNOPSIS FORM-D RELIEVING LETTER OF STUDENT

FORM-E SUPERVISOR EVALUATION OF INTERN FORM-F STUDENT FEEDBACK OF INTERNSHIP

FORM-G PROFORMA FOR EVALUTION OF INTERNSHIP BY THE DEPARTMENT FORM-H ATTENDANCE SHEET

# FORM-A

**STUDENT INTERNSHIP PROGRAM APPLICATION**

Complete and submit to the TPO/ Internship Program Coordinator. Type or write clearly.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: |  | | |
| Campus Address: |  | | Phone: |
| Home Address: |  | | Phone: |
| Student email address: | | | |
| Academic Concentration | | Internship Semester: Year. | |
| Overall GPA: |  | | |
| **Internship Preferences** | | | |
|  | **Location** | **Core Area** | **Company/ Institution** |
| Preferance-1 |  |  |  |
| Preferance-2 |  |  |  |
| Preferance-3 |  |  |  |
| Faculty mentor Signature: Date .  Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her Advisor. | | | |
| Student Signature: Date . Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program | | | |

# FORM-B

**REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER**

To,

……………………….

.......................................

.......................................

Subject: Request for 04/06 weeks Industrial Training of 4 years Degree Programme,

Dear Sir,

In view of the above, I request your good self to allow our following students for practical training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

I thank and acknowledge the help and the support extended to our students during their training programme.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name** | **USN** | **Year of study & semester** | **Discipline** |
|  |  |  |  |  |
|  |  |  |  |  |

If vacancies exist, kindly do plan for Campus/Off Campus Interview for batch passing out students in above branches.

A line of confirmation will be highly appreciated. With warm regards,

Yours sincerely,

# Internship Coordinator Head of the Department Principal

**FORM-C**

# OBJECTIVES/ GUIDELINES/ AGREEMENT: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY MENTOR)

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

# Part I: Contact Information

**Student**

Name: USN Sem/ Year: Campus Address: City, State: Phone: Email:

# Faculty Mentor

Name: Phone: Programme : Email:

# Industrial Supervisor

Name: Title: Company/Organization: Internship Address: City, State, Pin: Phone: Email:

# Academic Credit Information

Internship Title: Domain: Credit Points: Grading Option: YES/NO Credit/Non-credit Beginning Date: Ending Date: Hours per Week: Internship is: Paid Unpaid Stipend

# Part II: Agreement

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student Faculty Mentor Industry Supervisor

Date Date Date

To

.......................................

.......................................

Dear Sir,

# FORM-D

**RELIEVING LETTER OF STUDENT**

Subject: Relieving letter of student and Industry.

Kindly refer your letter/e-mail dated. on the above cited subject. As permitted by your good self the

following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl .No. | Name of Students | Roll No. | Branc h |
|  |  |  |  |
|  |  |  |  |

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

Internship schedule may be prepared and a copy of the same may be sent to us. Each student is required to prepare Internship diary and report.

Kindly check the Internship diary of the student daily.

Issue instruction regarding working hours during training and maintenance of the attendance record.

You are requested to evaluate the student’s performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

|  |  |  |
| --- | --- | --- |
| Sl. No. | Name of Students | Evaluation Ranking |
|  | Attendance and general behaviour |  |
|  | Relation with workers and supervisors |  |
|  | Initiative and efforts in learning |  |
|  | Knowledge and skills improvement |  |
|  | Contribution to the organization |  |

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated. along with a

copy of this letter. Yours sincerely,

# Training & Placement Officer

**FORM-E**

# SUPERVISOR EVALUATION OF INTERN

Student Name: Date: Work Supervisor: Title: Company/Organization: Internship Address: Dates of Internship: From To

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Parameters | Needs improvement | Satisfactory | Good | Excellent |
| Behaviors |  |  |  |  |
| Performs in a dependable manner |  |  |  |  |
| Cooperates with co-workers and supervisors |  |  |  |  |
| Shows interest in work |  |  |  |  |
| Learns quickly |  |  |  |  |
| Shows initiative |  |  |  |  |
| Produces high quality work |  |  |  |  |
| Accepts responsibility |  |  |  |  |
| Accepts criticism |  |  |  |  |
| Demonstrates organizational skills |  |  |  |  |
| Uses technical knowledge and expertise |  |  |  |  |
| Shows good judgment |  |  |  |  |
| Demonstrates creativity/originality |  |  |  |  |
| Analyzes problems effectively |  |  |  |  |
| Is self-reliant |  |  |  |  |
| Communicates well |  |  |  |  |
| Writes effectively |  |  |  |  |
| Has a professional attitude |  |  |  |  |
| Gives a professional appearance |  |  |  |  |
| Is punctual |  |  |  |  |
| Uses time effectively |  |  |  |  |
| Overall performance of student intern (circle one): |  |  |  |  |

(Needs improvement/ Satisfactory/ Good Excellent) Additional comments, if any:

Signature of Industry supervisor HR Manager

# FORM-F

**STUDENT FEEDBACK OF INTERNSHIP**

# (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: Date: Industrial Supervisor: Title: Supervisor Email: Internship is: Paid Unpaid Stipend Company/Organization: Internship Address: Faculty Coordinator: Department: Dates of Internship: From To

\*\*\*Please fill out the above in full detail\*\*\*

Give a brief description of your internship work (title and tasks for which you were responsible): Was your internship experience related to your major area of study?

Yes, to a large degree Yes, to a slight degree No, not related at all indicate the degree to which you agree or disagree with the following statements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| This experience has: | Strongly Agree | Agre e | No Opinion | Disagre e | Strongly Disagree |
| Given me the opportunity to explore a career field |  |  |  |  |  |
| Allowed me to apply classroom theory to practice |  |  |  |  |  |
| Helped me develop my decision-making and problem-solving skills |  |  |  |  |  |
| Expanded my knowledge about the work world prior to permanent employment |  |  |  |  |  |
| Helped me develop my written and oral communication skills |  |  |  |  |  |
| Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-  making and action) |  |  |  |  |  |
| Expanded my sensitivity to the ethical implications of the work involved |  |  |  |  |  |
| Made it possible for me to be more confident in new situations |  |  |  |  |  |
| Givenme a chance to improve my interpersonal skills |  |  |  |  |  |
| Helped me learn to handle responsibility and use my  time wisely |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Helped me discover new aspects of myself that I didn’t know existed before |  |  |  |  |  |
| Helped me develop new interests and abilities |  |  |  |  |  |
| Helped me clarify my career goals |  |  |  |  |  |
| Provided me with contacts which may lead to future employment |  |  |  |  |  |
| Allowed me to acquire information and/ or use equipment not available at my Institute |  |  |  |  |  |

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract?

Why were some goals not accomplished adequately? In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship? What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Circle one). (Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility?

Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

# FORM-G

**PROFORMA FOR EVALUTION OF INTERNSHIP BY THE DEPARTMENT**

1. Name of Student Mob. No.
2. USN.
3. Branch/Semester Period of Training
4. Address of Training Providing Company:
5. Type of Work
6. Date of Evaluation
   1. Attendance: \_ (Satisfactory/ Good/ Excellent)
   2. Practical Work: (Satisfactory/ Good/ Excellent
   3. Faculty’s Evaluation: \_ (Satisfactory/ Good/ Excellent)
   4. Evaluation of Industry: (Satisfactory/ Good/ Excellent)

**Overall grade:** (Satisfactory/ Good/ Excellent)

|  |  |  |  |
| --- | --- | --- | --- |
| Marks to be awarded by | | | Overall |
| Grade |
| Punctuality | Maintenance of Daily | Skill Test Grade |
| Grade | Diary Grade | (Satisfactory/ Good/ |  |
| (Satisfactory/ | (Satisfactory/ | Excellent) |  |
| Good/ | Good/ |  |  |
| Excellent) | Excellent) |  |  |
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# Signature of Faculty Mentor Signature of Internship Coordinator HoD

**With date and stamp**

# \*Photocopy of the attendance record duly attested by the training in-charge should be attached with the evaluation Proforma.

Name & Address of Organization

# FORM-H ATTENDANCE SHEET

|  |  |
| --- | --- |
| **Name of Student** |  |
| **USN** |  |
| **Title of Internship/Task performed:** |  |
| **Date of Commencement of Training:** |  |
| **Date of Completion of Training:** |  |

**Initials of the student**

|  |  |  |
| --- | --- | --- |
| **Day** | **Hours Worked** | **Details of Work Completed** |
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| 30 |  |  |
| 31 |  |  |
|  | Total Hours Worked: | Title(s) of Project(s) worked on: |

# Note:

1. Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
2. Student should sign/initial in the attendance column. Do not mark ‘P’
3. Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as **‘A’ in Red Ink.**

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# Signature of Company internship supervisor with company stamp/ seal

**(Name Shaik Md Rasool )**

**Contact No. 9010215496**